



Portland VA Research Foundation, Inc.

Improving Health Through Discovery

Time and Attendance Sheet

In order to promptly process your payroll, timesheets are due by noon on the Tuesday following the end of the pay period.

Thank you!

Employee Name				Pay period start				Pay period end			
Week One											
Day	In	Out	Lunch	Reg.	A/L	S/L	O/T	Hol.	AA	LWOP	Total
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Total											

Week Two											
Day	In	Out	Lunch	Reg.	A/L	S/L	O/T	Hol.	AA	LWOP	Total
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Total											

Employee Signature _____

Supervisor Signature _____

Account Number: _____ Comments: _____

Human Resources Use	
Regular Hours	
Overtime	
Sick Leave	
Annual Leave	
Holiday	
Authorized Absence	
Leave W/O Pay	
Total	